

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	General Provisions
Chapter:	Interchange of Governmental Employees
Current Effective Date:	4/1/04
Revision History:	7/1/03
Original Effective Date:	8/1/02

Purpose

The purpose of this policy is to outline the Department of Health and Human Services (DHHS) procedures for the interchange of government employees.

Policy

The interchange of government employees allows agencies to borrow from or loan to another governmental agency personnel who have special skills and knowledge that would be of benefit to the receiving agency. The authority for this policy is provided in the [State Personnel Manual](#) under “Interchange of Government Employees” which outlines the specific policy requirements.

Implementation

The interchange of governmental employees either borrowed from or loaned to the DHHS shall be approved by the DHHS Division of Human Resources and the State Personnel Director prior to the effective date of an agreement. The division/facility/school making the request shall conduct negotiations with the receiving or sending agency, obtain the employee's signature and acknowledgement of the agreement and provide justification to the director of the Division of Human Resources for consideration.

The Division of Human Resources Director shall forward approved DHHS employee interchange agreements to the Office of State Personnel for final consideration.

For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).